

Office of ISAS

Function (activity) title* - Micrographics - supporting Agency Records
Program in accordance with Federal Records
Act of 1950 as amended and proposed

STAT

Responsible Organization Unit Microfilm Programs Branch

Resources Allocated:

Personnel: Staff Contract Other

Total:

STAT

Funds:

Personnel

Other (list) consultant \$16,000
equipment 20,000
travel 4,000
training 2,000

42,000

STAT

Brief description of function:

1. Serve as Agency micrographics officer
 - a. Evaluation of proposed micrographic applications
 - b. Coordination of micrographic programs across the Agency
 - c. Approving equipment procurement
2. Establish standards for formats, equipment, supplies, services, etc.
3. Provide management current inventory data
4. Maintain a static display of microform equipment
5. Conduct and/or coordinate micrographic orientation training programs
6. Assist components in:
 - a. systems analysis
 - b. equipment selection
 - c. external training

-2-

Benefits:

The concentration of the above functions in a small, centralized professional group should redound to the benefits of Agency management in a number of ways. Specifically, the thrust of MPB to encourage more components to consider ways to exploit micrographic technology in solving particular information handling problems is a unique service not being provided elsewhere in the Agency. While it is true some components already have a depth of experience with microfilm and likewise have staffs busily engaged in the production of microforms, there has been no central focus for this activity and widespread application throughout the Agency has been spotty. Then, too, Agency management suffers from the inconvenience of not having in one place information about the total extent of such activity in the Agency and its costs in both personnel and materiel resources. Likewise, without a centralized facility to perform the functions outlined, a costly duplication of effort could occur, to wit: unfettered growth of incompatible systems and the proliferation of expensive equipment without due regard for Agency standards being developed by MPB in concert with user components.

Consequences (impact) of deletion:

Alternatives:

Possible incremental changes, with resource requirements:

*Indicate if this function is in support of a statutory, NSCID, DCID, regulatory, interagency agreement requirement.